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AGENDA

FOR THE

ADMINISTRATION CAREER BOARD

Thirty-eighth Meeting, Monday, 20 October 1958, at 1000 Hours
Personnel Conference Room, Curie Hall
Second Floor, Wing G

1. Presentation of Minutes of the Thirty-seventh Meeting of the Administration Career Board. (For Approval)
2. Presentation of Proposed Candidates for Membership on the Fifth Competitive Evaluation Panel. (For Approval)
3. Presentation of Draft of Procedures To Be Followed By Administration Career Board Competitive Evaluation Panel. (For Approval) (Mr. [REDACTED] Chief, Personnel Utilization Division, Office of Personnel will be present to discuss the philosophy and recommended procedures of the Competitive Promotion system.)

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5 December 1958

Instructions and Procedures to be Followed by the Competitive Evaluation Panels of the Administration Career Board.

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- References: (1) [REDACTED] "Competitive Promotions"
(2) [REDACTED], "Guide for Competitive Evaluation Panels"

1. General:

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- a. Competitive evaluation of employees in the unofficially designated "administrative complement" in grades GS-11 through GS-14 for promotion will be accomplished through the establishment and use by the Head of the Administration Career Service (Deputy Director of Support) of Competitive Evaluation Panels. The recommendations and findings of the Panels will be submitted to the Administration Career Board; Board recommendations for promotion will be advisory to the Head of the Career Service.
- b. [REDACTED] "Guide for Competitive Evaluation Panels," will govern, in general, the operations of the Panel. Promotion Factors outlined in the Handbook will form the basis for the ranking of individual personnel. All Panel members should review and be familiar with this Handbook prior to the Panel Meetings.
- c. The product of Panel action will consist of a list of all employees in each grade category ranked in order of merit for promotion for the use of the Administration Career Board in making final promotion recommendations to the Head of the Administration Career Service. The Board will approve or amend the rank order listing of personnel prior to submission to the Head of the Administration Career Service.

2. Specific Steps to be Followed in Competitive Evaluation:

- a. The names and a summary of personnel data of all employees in the "administrative complement" by grade categories will be provided to the Panel members. These records will be reviewed preliminarily by the Panel members for familiarization prior to the Panel Meetings.
- b. The Panel will review the qualifications and discuss the eligibility for promotion of each individual. This will include review with supervisors, as necessary, review of files, profiles, and similar material, and verbal analyses of the performance and potential of the personnel by Panel members.
- c. The Panel members will evaluate independently each person by utilizing the Competitive Evaluation Guide (Point System) which the Administration Career Board has approved for this purpose. The results of these

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evaluations will be analyzed and discussed by the Panel members as the relative positions of those being evaluated should not be determined solely on the results of the Competitive Evaluation Guide (Point System). This system is to be used as a guide but not to replace the professional judgment of the Panel members in evaluating and ranking the individuals.

- d. Each Panel member will rank individually the list of nominees in order of merit for promotion. Top man will be given rank 1, second man, rank 2, etc. If it is impossible to differentiate between two or more employees for the purpose of assigning a numerical ranking, they may be given the same ranking.
- e. Rankings of Panel members will be reviewed by the Panel secretary. Significant divergences in rankings will be brought to the attention of the Panel members so that any member may change a ranking on the basis of further discussion or information.
- f. The final ranking list will be computed as a composite of individual rankings with equal weight being given to each Panel member's judgment. The individual rankings for each employee will be totaled and the final ranking will be determined by listing the employee with the lowest total of ranking points, first, the employee with the second lowest total of ranking points, second, etc.
- g. Unanimous approval of the Panel will be required to make any final adjustment in the composite rank order listing.

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COMPETITIVE EVALUATION GUIDE

	<u>High</u>	<u>Average</u>	<u>Low</u>
1. Performance (40 points)			
Productivity (20 points)	20	12	7
Quality (20 points)	20	12	7
2. Personal Qualifications (20 points)	20	12	7
Leadership			
Personality			
Initiative & Originality			
Liaison Ability			
Self-discipline			
Judgment (Ability to distinguish between important and unimportant ac- tivities)			
Decisiveness (Willingness to make an im- portant decision and accept responsibilities for results)			
3. Potential (20 points)	20	12	7
Estimated capacities for growth and assump- tion of greater responsibilities			
4. Assignability (20 points)	20	12	7
Versatility			
Adaptability			
Personal Circumstances (Willingness v. limitations)			










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PROPOSED TRANSFER OF OFFICE OF COMMUNICATIONS
ADMINISTRATIVE OFFICER POSITIONS AND PERSONNEL

<u>Title</u>	<u>Grade</u>	<u>25X1A6a</u> <u>Location</u>	<u>Incumbent and Grade</u>	<u>ETD</u>
Admin Officer	GS-14		 GS-14 (SD:SA) 25X1A9a	Jun 1960
Cover Officer	GS-13		Vacant	
Cover Officer	GS-11		 , GS-12 (SD:SA)	
Admin Officer	GS-11		 S-11	Dec 1960
Admin Asst	GS-11		 *	May 1959
Admin Asst	GS-9		 -11 25X1A9a	
Admin Asst	GS-9		 -8	Jul 1959
Admin Asst	GS-7		 S-8	Sep 1960
Admin Asst	GS-7		 -12	Jun 1959

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*Determination as to whether  should be SA or SP to be deferred until his return to Headquarters in May, 1959.

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